



Health, Safety & Wellness Services

VISITOR SAFETY INFORMATION

In the interest of health and safety, SAIT Polytechnic requires that all visitors read, understand and adhere to the following instructions:

A **VISITOR** is defined as an individual that is invited by SAIT to campus for the purpose of conducting business (e.g. meetings).

REGISTRATION

ALL visitors to campus must contact their designated SAIT representative prior to beginning their activities on campus.

FIRE ALARM and EVACUATION PROCESS

In the event of an evacuation alarm, all visitors are to evacuate the building immediately via the closest exit. Upon exiting the building, all staff, students and visitors are to report to the nearest muster station. Visitors will be advised of the muster point locations by their designated SAIT representative. Once at the muster point, visitors must contact their designated SAIT representative to advise him/her of the situation.

PPE REQUIREMENTS

Visitors must adhere to the personal protective equipment (PPE) requirements on campus. All visitors will be advised of the PPE requirements for the areas they will be in by their designated SAIT representative.

SMOKING POLICY

Smoking is prohibited in all buildings and facilities that SAIT owns, leases or rents, including student residences. Furthermore, smoking is prohibited within 10 meters of any window, fresh air intake system, flammable material storage area, bus shelter or entrance/exit of any SAIT building or facility. Violation of this policy may result in fines and/or being trespassed from SAIT premises.

CAMPUS PARKING

There is **NO** free parking on campus. Parking is permitted in designated parking areas only (payment required). Vehicles parked in areas other than designated parking areas may be ticketed and towed at the owner's expense.

IN CASE OF SAFETY CONCERNS

For on campus safety concerns, contact **CAMPUS helpline** at 403.210 HELP(4357)

IN CASE OF EMERGENCY

For on campus emergencies, contact **CAMPUS SECURITY** (24 hours) at 403.284.8000